

TWENTY-THIRD ANNUAL WORKFORCE REPORT

FISCAL YEAR 2001-02

**State of Michigan
Department of Civil Service**



Civil Service Commissioners:

**Susan Grimes Munsell, Chairperson
Robert P. Hunter
Sherry L. McMillan
James P. Pitz**

John F. Lopez, State Personnel Director

This is the on-line version of Twenty-third Annual Workforce Report covering fiscal year 2001-02. The statistical information is in summary form. When making comparisons, please note the data may represent a specific date or an average over a period of time. Totals may vary depending on the source used to select the data. The source used for each chart is identified.

Inquiries about this report may be directed to:

Kay Black (517) 335-1307

blackk2@michigan.gov

or

Linda Coe (517) 335-0318

coel@michigan.gov

Human Resources Management Network Division
Department of Civil Service

Inquiries about Section IV of the Annual Workforce Report may be directed to:

Deanna Hopkins (517) 373-3117

hopkinsd2@michigan.gov

**STATISTICAL HIGHLIGHTS
FY 2001-02**

PROFILE OF FULL-TIME CLASSIFIED EMPLOYEES

Average Age	44.4
Average Annual Salary	\$43,893
Average Annual Fringe Benefit Cost	\$18,220
Average Sick Leave Days Used	10.3
Average Annual Leave Days Used	19.8
Average Years of Service	13.4

WORK FORCE CHARACTERISTICS

Females	50.9%
Males	49.1%
Eligible for Longevity	72.6%
Less than Six Years of Service	28.6%
Six to Ten Years of Service	15.9%
Over Ten Years of Service	55.5%
Exclusively Represented for Collective Bargaining	71.4%
Turnover Separations without Expired Appointments	10.3%*
Turnover Separations with Expired Appointments	11.8%*

FEDERALLY DEFINED RACE/ETHNIC GROUP DISTRIBUTION

American Indian or Alaskan Native	1.2%
Asian or Pacific Islander	1.1%
Black	18.1%
Hispanic	2.7%
White	76.7%
Not Disclosed	0.2%

*Includes Early Retirements

TABLE OF CONTENTS

STATISTICAL HIGHLIGHTS	i
------------------------------	---

TABLE OF CONTENTS	ii
-------------------------	----

SECTION ONE - TRENDS IN THE STATE CLASSIFIED WORK FORCE

Graph 1-1 - State Classified Employment Averages, Fifty-Year History and Five-Year History	1-1
Graph 1-2 - State Classified Employment Figures, Fiscal Years 1997-98 through 2001-02.....	1-2
Table 1-1 - Active Classified Employees by Employee Status	1-3
Table 1-2 - Full-Time Equated Employee Position Report by Department.....	1-8
Table 1-3 - Number and Percent of Classified Employees by Department	1-11
Graph 1-3 - Breakdown of State Classified Employment Averages, Fiscal Years 1991-92 and 2001-02	1-12
Table 1-4 - Average Number of Classified Employees by Department, Fiscal Years 1992-93 through 2001-02	1-13

SECTION TWO - CHARACTERISTICS OF CLASSIFIED EMPLOYEES

Graph 2-1 - Trend of State Expenditures Compared to Total State Classified Payroll, Fiscal Years 1992-93 through 2001-02	2-1
Graph 2-2 - State Classified Payroll as a Percent of Total State Expenditures, Fiscal Years 1992-93 through 2001-02	2-2
Table 2-1 - Average Age, Pay Rate, and Longevity Analysis by Department	2-3
Table 2-2 - Employee Distribution by Salary - Statewide, Fiscal Years 1997-98 through 2001-02.....	2-4
Table 2-3 - Classified Employee Benefits as a Percentage of Base Payroll (Employer Contributions) Fiscal Years 1997-98 through 2001-02	2-7
Table 2-4 - Active Classified Employees Enrolled in Insurance Plans by Department.....	2-8
Table 2-5 - State Classified Employee Vacation, Holiday, and Sick Leave Pay as a Percentage of Base Payroll, Fiscal Years 1997-98 through 2001-02.....	2-10
Graph 2-3 - Annual Leave and Sick Leave Usage by HRS Department	2-11
Table 2-6 - State Classified Employee Average Sick Leave and Annual Leave Usage.....	2-12
Table 2-7 - State Classified Employee Sick Leave Usage Comparison (Average Days Per Employee) Fiscal Years 1997-98 through 2001-02	2-13
Table 2-8 - Sick Leave Usage Analysis by HRS Department	2-14
Table 2-9 - Annual Leave and Deferred Hours Usage Analysis by HRS Department.....	2-15
Table 2-10 - Age Distribution for Classified Employees by HRS Department and Statewide	2-16
Graph 2-4 - Employment Trend of Job Categories, Fiscal Years 1997-98 through 2001-02	2-17
Graph 2-5 - Distribution of Classified Employees by County	2-18
Table 2-11 - Active Classified Employees by Work County.....	2-19

SECTION THREE - EMPLOYEE CONTINUITY OVERVIEW

Graph 3-1 - Average Years of Service by Department	3-1
Table 3-1 - Classified Employee Distribution by HRS Department and Years of Service, Race/Ethnic Group, Gender, and Handicapper Analysis.....	3-2
Table 3-2 - Statewide Separations by Reason	3-24
Table 3-3 - New Hires, Returns and Separations by Type, by Department	3-25
Table 3-4 - Turnover Separations in the State Classified Service, 1943 to 2002	3-26
Table 3-5 - Turnover Separations by Department, Fiscal Years 1997-98 through 2001-02	3-28

SECTION FOUR - EQUAL EMPLOYMENT OPPORTUNITY REPORT

Table 4-1 - Statewide Employees by EEO Category	4-1
Table 4-2 - Statewide Employees by Department and EEO Category	4-2
Table 4-3 - Classified Employee Distribution by HRS Department.....	4-24
Table 4-4 - Statewide Employees with a Disability by EEO Category	4-25

SECTION FIVE - BARGAINING UNIT CHARACTERISTICS

Graph 5-1 - Breakdown of State Classified Employment by Bargaining Unit.....	5-1
Table 5-1 - Employee Organization Membership by Bargaining Unit.....	5-2
Graph 5-2 - Average Years of Service by Bargaining Unit	5-3
Table 5-2 - Classified Employee Distribution by Bargaining Unit and Years of Service, Race/Ethnic Group, Gender, and Handicapper Analysis	5-4
Table 5-3 - Average Age, Pay Rate, and Longevity Analysis by Bargaining Unit.....	5-22
Table 5-4 - Active Classified Employees Enrolled in Insurance Plans by Bargaining Unit.....	5-23
Graph 5-3 - Annual Leave and Sick Leave Usage by Bargaining Unit.....	5-25
Table 5-5 - Sick Leave Usage Analysis by Bargaining Unit.....	5-26
Table 5-6 - Annual Leave and Deferred Hours Usage Analysis by Bargaining Unit	5-27
Table 5-7 - Sick Leave Usage Analysis by Bargaining Unit.....	5-28
Table 5-8 - Sick Leave Usage Comparison by Bargaining Unit.....	5-29
Table 5-9 - Bargaining Unit Analysis by HRS Department, Exclusively Represented.....	5-30
Table 5-10 - Bargaining Unit Analysis by HRS Department, Non-Exclusively Represented.....	5-31
Table 5-11 - Employee Organization Membership Analysis for Non-Represented Units by HRS Department	5-32

GLOSSARY